



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 2A

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

February 2006

Development and Permit Information: (619) 446-5000

Appointments: (619) 446-5300

www.sandiego.gov/development-services

**SECTION 2A: CONSTRUCTION PERMITS –
STRUCTURES – Single-Dwelling
Unit/Duplex and Accessory
Structures****Introduction**

Construction permit review is a review of construction plans. The review is ministerial in that the permit is approved if the regulations are met, or denied if the regulations are not met. This section covers submitted construction permit applications that are issued for the construction or improvements to buildings and other structures. **Note:** A Building Permit for a construction permit application must be issued within 360 calendar days from the date of submittal (LDC Section 129.0211).

Prior to beginning the preparation of a construction permit submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for essential information that can save you time in the project submittal process. Section 1 will identify those projects which may be reviewed over-the-counter by appointment, as well as provide information to help you determine if other permits are required prior to the submittal for a construction permit.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for construction permits, for new and additions to single-dwelling units/duplexes and accessory structures. The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. At the pre-submittal meeting, staff will review the plan/documents and determine the number of copies needed for review. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

The Municipal Code permits certain uses with limitations. These are identified as a “limited” (“L”) use in the Use Regulations Tables in Chapter 13, Article 1, Divisions 1-6 (Base Zones). These limitations may restrict uses to certain locations or may be subject to compliance with supplemental regulations. In most cases, compliance with the limited use regulations is reviewed concurrently with 1) an application for a building permit, or 2) an application for a Business Tax Certificate. When the proposal for a new use on a property does not require a building permit, a separate “Limited Use/Zoning Use Certificate” application for those uses identified on the Submittal Matrix will be required.

**Land Development Manual
Project Submittal Requirements**

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
Section 2A	Single Dwelling Unit/Duplex and Accessory Structures
Section 3	Construction Permits – Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as the completeness review. In all cases the completeness review will be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees are paid, your application is deemed complete and distributed for review.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, just want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion upon request.



City of San Diego
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Submittal Requirements Matrix Construction Permits – Single Dwelling Units/Duplexes and Accessory Structures

APPROVAL TYPE

SUBMITTAL REQUIREMENTS

See Minimum Submittal Requirements Checklist, Construction Permits – Single-Dwelling Unit/Duplex and Accessory Structures for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified. The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.	1.0 General Application Package	2.0 Historical Resources Information	3.0 General Requirements - All Plans	4.0 Site Plan Package	5.0 Architectural Package	6.0 Structural Package	7.0 Landscape Construction Package	8.0 Title 24 Energy Documentations	9.0 Structural Calculations	10.0 Truss Calculations and Plans	11.0 Soils Report	12.0 Geotechnical Reports	13.0 Acoustical Report	14.0 Fees [501]
BUILDING PERMIT(129.0202)														
Accessory Structure (Retaining Wall, Fence, etc.)	1	(1)	✓	4	(4)	4	(4)		(1)		(1)	(2)		✓
Residential – Factory-Built Housing	1	(1)	✓	6	6	(6)			(1)	(1)	(1)	(2)	(1)	✓
Residential – Single Dwelling/Duplex	1	(1)	✓	8	8	8	(8)	1	(1)	(1)	(1)	(2)	(1)	✓
Residential Additions/Remodels	1	(1)	✓	5	5	5		1	(1)	(1)	(1)		(1)	✓
Townhouses (Rowhomes) – Building Newsletter 5-7 Preliminary review (Information Bulletin 513) and presubmittal appointment required	1	(1)	✓	1	1	1	1	1	1	1	1	1	(1)	✓
LEGEND: 1 = Number of Copies Required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans required (142.042) = Land Development Code Section Reference [000] = Information Bulletin Number														

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures



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Minimum Submittal Requirements Checklist Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	General Application (DS-3032): See instructions on back of application form for more detail.
1.2	Parcel Information Checklist (DS-302): See instructions on the checklist for more detail.
1.3	Water Meter Data Card (DS-16): Must be completed and submitted for any project that includes new plumbing fixtures. A separate card must be completed for each new or modified water meter. Both new and existing fixtures (if any) must be listed on each card.
1.4	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement. To obtain this agreement contact your Development Project Manager.
1.5	Conditional - Storm Water Requirements Applicability Checklist (DS-560): Must be completed for all projects except interior alterations.
1.6	Conditional - Affordable Housing Requirements Checklist (DS-530): Required for all residential projects proposing 2 or more units.
2.0	HISTORICAL RESOURCES INFORMATION
2.1	Conditional - Designated Historical Site: If the project site or structure is currently a designated Historical Site. Place note on site plan that it is a Designated Historic Site and include the Historic Site Board Number.
2.2	Conditional - Potential Historical Resource: If the development proposes demolition or external alteration of a structure that is 45 or more years old, is not a designated Historic Site or Structure, and there is no prior discretionary approval for the proposed development, provide an additional set of the architectural package (see 5.0) and the following:

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
2.2.1	Photographs: Photographs of the site, including each facade, with the street address clearly visible; details of windows, siding and eaves; and streetscape views.
2.2.2	Permit Records: Records of building permits which affected the exterior of the structure. (See Records Division, 2 nd Floor Development Review Center, 1222 First Avenue, San Diego, 92101 or call (619) 446-5200;
2.2.3	Assessor Building Record: The Building Record is available from the County of San Diego. Please call (858) 505-6262 to verify where your Building Record information is located. You will have to provide the Assessor Parcel Number to receive the Residential, Commercial, Industrial or Service Station records. The County Assessor will only release this information to the owner of record or their authorized agent with an authorization letter from the owner.
3.0	GENERAL REQUIREMENTS - ALL PLANS - Also see Development Services Department Cover Sheet Templates for Single Family Dwellings, available through our web site at: www.sandiego.gov/development-services/industry/standtemp.shtml
3.1	Development Summary: Provide, in a table format, the following “Development Summary” on the first sheet of the plans (generally the Title Sheet or Site Plan): <ul style="list-style-type: none">• Bullet point narrative that details the project’s complete scope of work, including all existing and proposed improvements.• Project Team - List name and phone number of all design professionals including engineers, architects, designers• Legal description and Assessor Parcel Number(s) for the property on which the development is proposed.• Owner’s name(s) and address(es).• Existing and proposed uses.• Zoning designation and/or overlay zone designations (Coastal, Coastal Height Limit, Airport Environs, etc.).• Any approved development permits (discretionary permits) for the project.• Number of stories (existing and proposed).• Height of the building (existing and proposed).• Gross floor area and floor area ratio (if applicable).• Condition of the soil (undisturbed, compact fill, or loose fill) when the proposed construction includes new foundations.• Occupancy classification. Conditional: Reasonable Accommodations – If you are proposing deviations to setbacks, building height and/or floor area ratio for the purpose of reasonable accommodations for disabled accessibility, include with development summary and clearly show on site plan, floor plan and sections/elevations. The following items are recommended to be included within the Development Summary: <ul style="list-style-type: none">• If the request includes a Limited Use as defined in the Use Regulations Tables in Chapter 13, Article 1, Division 2-6 of the Land Development Code, include any other supplemental development regulations as identified by that use in the Separately Regulated Uses Section of the Land Development Code, Chapter 14, Article 1, Division 3 (e.g., hours of operation, separation requirements from other land uses).
3.2	Scale: Plans must be legible and drawn to scale.
3.3	Conditional – Responsible Charge: Plans for all non-exempted structures(see BNL 1-2 for a list of exempted structures) shall be prepared and signed by either a California professional engineer or California registered architect in accordance with Business and Professions Codes. List on the title sheet the design professional’s (engineer or architect) name and company name of who prepared or are in responsible control of plans.
3.4	Recommended - Legends: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.
3.5	Recommended - Key Map: Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.
3.6	Recommended - Scale Consistency: The architectural site plan, grading plan, topographic map, and landscape plans should be prepared on the same scale.

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
3.7	Recommended - Recorded Permits/Approvals: List and submit all recorded permits/approvals related to the project. Recorded permits/approval may include copies of covenants, preliminary approval documents, board of appeals approvals, and agreements such as lot tie agreements, easement agreements, building restricted easements, development permits, or special agreements with the City (Hold Orders), if any.
4.0	SITE PLAN PACKAGE
4.1	SITE PLAN - Include the following detail:
4.1.1	Property Lines: Show and label all property lines, including distances.
4.1.2	Setback Lines: Show and label all required setback lines.
4.1.3	Easements: Show and label all existing and proposed easements - identify type. If none, please note.
4.1.4	Street Improvements: Show and label location and width of existing/proposed streets, sidewalks, curb cuts and driveways, and curb-to-property line distances. Label as existing or proposed.
4.1.5	Off-Street Parking: Show all "off-street" parking spaces that are not within a structure. Identify any disabled parking spaces, and provide parking calculations.
4.1.6	Drainage: Show Drainage Patterns.
4.1.7	Best Management Practice (BMP): Show all permanent post construction BMP'S.
4.1.8	Impervious Surface: Show all buildings, structures, and edges of all pavement and other impervious surfaces.
4.1.9	Buildings/Structures: Show location & dimensions of all existing (to remain) and proposed buildings and structures (e.g., fences, retaining walls, trash enclosures, patio covers, trellises), use of all existing (to remain) and proposed structures, including number of stories.
4.1.10	Separation Distances: Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.
4.1.11	Conditional – Contours: For all projects proposing site work, additions to structures or new structures, provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevation are called out as necessary for the reviewer to properly understand the character of the site. Contours should extend off-site when adjacent steep slopes are present, including height and grade information.
4.1.12	Conditional - Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year flood plains, sensitive coastal bluffs, and setbacks from these boundaries.
4.1.13	Conditional - Plumbing Site Plan: For new buildings, include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.
4.1.14	Conditional - Utilities: When 1) proposing new or modified water, sewer or fire services, 2) work in the right-of-way or 3) where landscape plans are required, show all existing and proposed utilities on the site or in the adjacent right-of-way such as hydrants, vaults, transformers and poles, water services/meters, sewer laterals or fire services serving each unit. Show location, size, and type of all new and existing water meters, water services, mains and cross-connection control devices installations.
4.1.15	Recommended - Projections: All architectural projections including stairs, balconies & eave overhangs
4.2	Recommended - FIRE ACCESS AND HYDRANT DRAWING If the project has a previously approved fire access and hydrant plan as part of a prior Development Permit or Subdivision approval, a copy of the stamped and approved site plan from the Fire and Life Safety Plans Officer must be submitted.

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
5.0	ARCHITECTURAL PACKAGE This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, and architectural details. Note: Factory-Built Housing/Manufactured Homes – Provide plans approved by HCD or recognized design approved agency plans.
5.1	FLOOR PLAN - Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies. For factory-built housing or manufactured homes, provide HCD-approved plans or plans approved by a recognized agency.
5.1.1	Dimensions: Show dimensions on floor plans.
5.1.2	Floor Levels: Indicate all floor levels (i.e. ground floor, second, third, etc.).
5.1.3	Doors and Windows: Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.
5.1.4	Conditional - Demolition Floor Plan: Where portions of any structure within the Coastal Overlay Zone or a Designated Historic Structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows all walls, windows and doors changed, exterior walls enclosed by new construction, areas where top/bottom plates, and studs have been removed, changed and/or modified. Include a wall matrix listing all walls in both linear feet and percentages removed and remaining. Note: Removal of more than 50 percent of the existing exterior walls requires a Coastal Development Permit per Municipal Code Section 126.0704.
5.1.5	Conditional - Plumbing Fixtures: When present, show all existing, proposed and relocated plumbing fixtures.
5.1.6	Conditional - Plumbing & Mechanical Equipment: For single dwelling unit projects, show location, size, make and model of proposed heating equipment and water heater. (May be shown on separate mechanical plans.)
5.1.7	Recommended – Stairways & Elevators: Indicate the location and travel direction of all stairways.
5.1.8	Recommended - Roof Access: When present, show location of roof access stairs and ladders.
5.1.9	Recommended - Fire Resistive Construction: Where fire resistive construction is proposed, show fire resistive construction components of the building on the floor plans. These components may include occupancy separation walls, rated shafts, area separation walls, and other rated means of egress systems.
5.1.10	Recommended - Grid Lines: The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.
5.2	ELEVATIONS - Provide the following detail:
5.2.1	Elevation Labels : Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be accurately scaled and fully dimensioned.
5.2.2	Grades: Clearly show and label existing and proposed grades.
5.2.3	Floor Elevations: Indicate all finished floor elevations.
5.2.4	Building Height: Indicate building heights as defined by LDC Section 113.0270 and CBC Section 209.
5.2.5	Recommended - Architectural Details: Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.
5.2.6	Recommended - Label Buildings: If more than one building is located on the project site, clearly label each building elevation to distinguish one from the other.
5.3	Conditional - ROOF PLAN: Required for all new construction or any modification to the existing roof that will require a roof plan. Show the following information for roof plans.
5.3.1	Spot Elevations - Show and label spot elevations for all roof peaks, ridges, low points.
5.3.2	Roof Detail: Show all hips, valleys and ridges, drains and overflow drains .

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
5.3.3	Material: Show roofing material with complete specifications.
5.3.4	Recommended - Screening Elements: Indicate any mechanical equipment and details of any architectural screening element.
5.3.5	Recommended - Vents/Skylights/Chimneys: Show location and type of all roof vents, chimneys and skylights if applicable. Dimension distance to protected wall assemblies when applicable.
5.4	BUILDING SECTIONS - Provide the following information:
5.4.1	Framing: Show sections across floors, walls, and roof and include the insulation R values.
5.4.2	Elevations: Show finish floor and roof level elevations.
5.4.3	Recommended - Ceilings: Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.
5.4.4	Recommended - Architectural Projections: Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.
5.4.5	Recommended - Stories: Provide cross section views of the building such that the number of stories are clearly identified. Cross reference building sections to architectural floor and site plans.
5.4.6	Recommended - Stairs, Shafts, Elevators: Show stairs, shafts, elevators in the building cross section.
5.5	DOOR AND WINDOW SCHEDULES
5.5.1	Door and Window Schedules: The schedule should include size, type, hardware, fire and Sound Transmission Class (STC), U value (overall coefficient of thermal transmission), and SHGC (Solar Heat Gain Coefficient) for all fenestration.
5.5.2	Recommended - Finish Schedule: Provide a finish schedule. This schedule should include finishes for walls, ceilings, and floors.
5.6	ARCHITECTURAL DETAILS
5.6.1	Stairs, Handrails and Guardrails: Provide dimensioned architectural details of all stairs, handrails and guardrails.
5.6.2	Recommended - Fire Resistive Details: When proposed construction involves fire resistive details, provide fire resistive details of walls, ceilings, floors, roofs, shafts and penetrations.
6.0	STRUCTURAL PLAN PACKAGE Structural Plan Package is required for all construction that involves any new construction, modification to existing structure or additions to existing structures. The structural plan package includes schedules and construction specifications, foundation plans, framing plans and structural details.
6.1	SCHEDULES AND CONSTRUCTION SPECIFICATIONS
6.1.1	Structural Notes:
6.1.2	Nailing Schedule: When the construction involves construction using wood products, provide a complete nailing schedule consistent with Table 23-II-B-1 and Table 23-II-B-2 of the California Building Code.
6.1.3	Construction Specifications: Provide complete construction specification for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.
6.1.4	Conditional - Shear Wall Schedule: Provide shear wall schedule, if applicable (wood construction), and identify all shear walls, nailing.
6.1.5	Recommended - Special Inspection Summary: Show summary of special inspection required per Building Newsletter 17-1, if applicable.
6.1.6	Recommended - “Basis of Structural Design” information: The “Basis of Structural Design” information must include design loads such as dead, live, wind, and seismic, seismic design criteria information, soil profile information and condition of soil information.

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
6.2	FOUNDATION PLAN – Provide the following details on foundation plans.: Note: When using HCD or HCD-recognized agency-approved foundation system for manufactured homes or factory-built housing, provide a copy of approved plans or show the following:
6.2.1	Dimensions: Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the soils report.
6.2.2	Retaining Walls: Show location and complete details of all proposed site retaining walls.
6.2.3	Footings and Grade Beams: Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.
6.2.4	Anchors: Show location, size and spacing of hold down anchors and anchor bolts.
6.2.5	Conditional - Slab Details: Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab.
6.2.6	Conditional - Caissons and Piers: Show size and dimensioned location of caissons and piers. Specify rebar size and spacing when the foundation system includes caissons and piers.
6.2.7	Recommended - Soil Classification: When the foundation system is designed per soil parameters noted in Table 18-I-A or 18-I-C of the California Building Code, the professional licensed personnel must classify and note the soil types and the bearing values used on the plans. Such classification may not negate the requirement for soils report. Also see Building Newsletter 18-1.
6.3	FRAMING PLANS - FLOOR, ROOF & CEILING
6.3.1	Framing Members: Show the material, size, spacing and location of all framing members. The framing members include headers, beams, planks, girders, floor joists and/or trusses and ceiling framing .
6.3.2	Posts/Columns: Identify posts and columns on the plans by size, type, location and spacing.
6.3.3	Framing Members: Show direction, span, and spacing of all framing members.
6.3.4	Diaphragms: Specify type and thickness of plywood floor and roof diaphragms.
6.3.5	Roof framing: Identify all ridge, hip and valley members by size and framing system.
6.3.6	Bearing & Shear Walls: Identify bearing walls, and shear walls above and below floor/roof levels.
6.3.7	Nailing: Identify roof and floor diaphragm nailing pattern. Show nail type, size and spacing.
6.3.8	Conditional - Reinforcing Steel: Show reinforcing steel for prestressed and conventionally reinforced concrete members.
6.3.9	Conditional -Lateral Load Resisting Frames: Identify by type and location all lateral load resisting frames on the plans. Provide frame elevations and cross reference to the detail sheets.
6.3.10	Conditional – Photo Voltaic (PV) System: Show support system for ground and roof PV installations. Show method of attachment to the supporting system.
6.4	STRUCTURAL DETAILS - Details shown on the construction documents should be specific to the project. All details not applicable to the project must be either removed from the project documents or be noted as being “not applicable.”
6.4.1	Cross Section: Provide cross section details of all free standing walls, structures, and fences.
6.4.2	Framing Detail: Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, spacing of all members.
6.4.3	Shear Transfer Details: Provide shear transfer details (show blocking, nailing, bolts).

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
6.4.4	Recommended - Connection Details: Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. (Examples: DO NOT show TJI framing details when framing is of sawn lumber, DO NOT provide masonry details when walls are of concrete or wood construction, etc.) The connection details should include connection for all structural elements such as columns, beams, walls, floor framing elements. Show all hardware, nails, welds, and reinforcing bars.
7.0	Conditional - LANDSCAPE CONSTRUCTION PLANS: Not required for a single dwelling unit on a single family zoned lot that does not require grading. Landscape Construction Plans are required for all proposed development as identified in Table 142-04A of the Landscape Regulations Applicability in Section 142.0402 of the Municipal Code. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan. See Submittal Requirement Section 2 for details of landscape plans.
8.0	Conditional - TITLE 24 ENERGY DOCUMENTATION Required for all new buildings and additions to building except accessory structures or non-habitable areas.
8.1	Conditional - Forms for Low Rise Residential Buildings: 1) When using Prescriptive approach: Submit CF-1R and MF-1R (must be on the plans and signed by a licensed professional or the owner as per California Business and Professions Code); CF-SR, WS1R through WS3R as applicable, WS4R and WS5R. 2) When using Performance approach, submit a complete performance package using the most current version of California Energy Commission (CEC) approved computer program. The certificate of compliance CF-1R and MF-1R must appear on the plans and must be signed by a licensed professional or the owner as per California Business and Professions Code. Computer energy calculations, if any, shall be the most current approved versions (e.g., Cal Res 2, Energy Pro, or Micropass). <u>The complete package must be submitted.</u>
9.0	Conditional - STRUCTURAL CALCULATIONS Required for all new buildings and structures and for modifications to existing buildings and structures. Buildings that qualify as conventional construction as defined in the California Building Code may not require structural calculations.
9.1	Responsible Charge: First sheet of calculations shall include the name of the licensed engineer or architect who prepared or is responsible for calculations.
9.2	Recommended - Design Loads: Tabulate and itemize, on the first sheet of the calculations, the DESIGN LOADS used on the project. These loads will include dead loads, live loads, seismic and wind lateral loads. (Show summary of assumptions made in the engineering design.)
9.3	Recommended - Construction Details: All construction details shown in the structural calculations must be on the plans and cross referenced to applicable locations on the roof, floor or foundation plans.
9.4	Recommended - Computer Generated Calculations: Submit documentation that shows the programming logic of computer generated or computer calculated structural calculations. There are several standardized, recognized and accepted programs that may not need this documentation to be presented at submittal.
10.0	Conditional - TRUSS PLANS AND CALCULATIONS If roof framing includes prefabricated open-web wood trusses deferred submittal of these components may be acceptable under certain circumstances. Heavy timber trusses, truss joists and other similar engineered wood products can not be deferred. Roof framing consisting of prefabricated trusses that are allowed to be deferred must meet submittal requirements 10.1 through 10.3. When prefabricated trusses are not deferred, plans must be accompanied by truss calculations and details and must meet the following submittal requirements.
10.1	Plans: The framing plan for the roof or floor shall include a complete layout of the trusses with or without the identification of the trusses.
10.2	Details: Shear transfer details compatible with the truss system must be shown on the plans.
10.3	Design Loads: A summary of the loading criteria for the design of the trusses must be shown on the plans.
10.4	Truss Calculation: Provide truss calculations, indicating loading criteria and member sizes.
10.5	Stamp/Signature: All sheets of truss calculations and truss drawings and details must meet the signature requirements as specified by the Professions and Business Code for architects and engineers.

Project Submittal Requirements

Construction Permits – Single Dwelling Unit/Duplex and Accessory Structures

Item No.	Requirements
10.6	Recommended - Loads: Any special loading conditions on trusses such as drag and chord loads must be shown on the plans.
10.7	Recommended - Building Code: Specify code year used for the design of the trusses.
10.8	Recommended - Identification: Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.
10.9	Recommended - Design Loads: The specified dead, live and seismic or wind lateral loads used in the design must be comparable to the design loads assumed in the engineering calculations of the building.
11.0	Recommended - SOILS REPORT A Soils Report may be required 1) for all buildings and structures designed using a soil bearing value greater than 1000 pounds per square foot (note: the requirement for soils report is not automatically negated when soil bearing value of up to 1000 pounds per square foot is used); or 2) where new buildings or structures will be supported on compacted fill. For more information on requirements for soils reports see Building Newsletters 18-1, 18-3 and 18-7.
12.0	Conditional - GEOTECHNICAL REPORTS A Geologic Reconnaissance and/or a Geologic Investigation is required depending on the type of project proposed and which hazard category the project site is located within, as identified in LDC Section 145.0203, Table 145-02). The City of San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see Building Newsletter 18-3.
12.1	Report Validity: Report cannot be more than 3 years old.
12.2	Site Specific: Report must be specific to the project site.
12.3	Stamp/Signature: Report must be signed and stamped by a registered geotechnical professional.
13.0	Recommended – Acoustical Report An acoustical report is required for all new duplexes when the site noise level exceeds 60dB CNEL due to traffic or aircraft noise. An acoustical report may also be required for all new construction and additions within an Airport Environs overlay Zone (AEOZ).
14.0	FEES (See Information Bulletin 501A.) The plan check and application fees as identified on Information Bulletin 501A will be collected at project submittal. Checks must be made payable to the “City Treasurer” in the exact amount required as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.